



IACP “*TRAINING KEYS*”

Directive: 14 -108

Date of Issue: July 2013 Amends/Cancels: G.O. 10-09

I. PURPOSE

The purpose of this Directive is to introduce and implement the use of the International Association of Chiefs of Police (IACP) “*Training Keys*.”

II. POLICY

It is the policy of the Department of General Services Maryland Capitol Police to distribute IACP “*Training Keys*” throughout the calendar year to Police personnel as part of, and to enhance their training.

III. BACKGROUND

The IACP “*Training Keys*” are concise, authoritative sources of law enforcement information, these six-page, loose-leaf monographs allow law enforcement officers to expand or sharpen their knowledge, skills and abilities on a broad variety of law enforcement practices and procedures. Each “*Training Key*” is prepared by a leading expert and addresses an issue of particular interest to line officers and their supervisors.

For well over 35 years, local and state law enforcement agencies have looked to the “*Training Keys*” for the most current information in the science and practice of policing. Ideal for roll-call training and formal classroom instruction as well as independent study, each one includes questions and answers to test and document student learning. All sworn officers can expand their professional law enforcement knowledge by using them systematically and routinely.

IV. PROCEDURES

A. Detachment Commander:

1. Ensure timely dissemination of IACP “*Training Keys*” through the receipt of completed Form 42’s from Shift Commanders.
2. Forward completed Form 42’s to Training Coordinator.

B. Shift Commander:

1. Upon receipt of IACP “*Training Keys*”, introduce at Shift Roll-Call to Police personnel, emphasizing relevance to Maryland Capitol Police’s MISSION, VISION, and GOALS.
2. Ensure officers sign Form 42, signifying receipt of “*Training Key*.”

3. Forward completed Form 42's to Detachment Commander.

C. Officer:

1. Upon receipt of IACP "Training Keys", read contents, emphasizing on the relevance to Maryland Capitol Police's MISSION, VISION, and GOALS.
2. Insert IACP *Training Key* into supplied binder for future reference.

D. Training Coordinator:

1. Ensure timely dissemination of IACP "*Training Keys*" to Detachment Commanders.
2. Ensure yearly renewal of IACP "*Training Keys*" through procurement process.
3. Ensure retention of completed Form 42's from Detachment Commanders.
4. Review IACP "*Training Keys*" for relevant use in MCP Policy and Procedures, General Orders and/or In-service Training.